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The standing committee system of a college is important to both its organizational and its administrative structure. This brochure presents in detail the composition, organization, schedule of meetings, preparation of agenda, recording procedures, functions, and mission of the College of the Mainland's administrative council, its standing committees, its standing sub-committees, and one ad hoc committee. At the time of writing, its committees (besides the administrative council) were (1) college-wide coordinating committee, (2) committee on instruction, (3) committee on student affairs; and (4) committee on administrative services. Under the committee on instruction were three standing sub-committees--on non-print media resources, on curriculum, and on print media resources. The committee on student affairs had two standing sub-committees--on admissions, on financial aids, and an ad hoc committee on orientation. The membership of the various committees as of June 1968 is given. This structure may serve as a guideline for other administrators. (HH)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ED024391

STANDING COMMITTEE STRUCTURE

College of the Mainland
Texas City, Texas
June 5, 1968

JC 680 453

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 24 1968

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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PREFACE

An institution needs a means of generating ideas within itself. An institution needs a means of making secure communication and coordination to the end that the members and units of the enterprise may be more closely bound together. An organization needs to maximize the participation of the members in the policy and decision-making process. The College of the Mainland is committed to behave experimentally in its effort to achieve these and other worthwhile values in its organizational process.

A word of caution: an enterprise in which important planning and evaluation events occur mainly in the verbal medium has in it the seeds of what will surely be its own mediocrity. An enterprise that aspires to be anything more than just another of the "garden variety" must have the capacity and the desire for the clear writing and recording of what it proposes to do and of what happens when proposals are acted on. To the extent this capacity and desire are missing in an organization that aspires to do significantly better, to that extent its members must learn to write and record its proposals, its actions, and the events that follow proposal and action.

I. INTRODUCTION

The following Board of Trustees directive concerning organization is found on page 6 of the "Policy Manual of the Board of Trustees of College of the Mainland":

> The organization and administration of College of the Mainland shall be the responsibility of the President; however, the Board of Trustees shall require and encourage the President to continually approach the problems of organization and administration creatively and experimentally with a view to insuring that organization serve most effectively the functions of the College rather than impeding their accomplishment.

The standing committee system of the College is a vital part of the institution's total organizational and administrative system.

This brochure outlines the committee system effective June 1968. The system as defined is subject always to reconstruction in the light of the experience which results from its use.

The system herein contained is an attempt to improve on the system used in 1967-68 and to comply with the above directive of the Trustees concerning the application of experimentalism to the organizational and administrative systems of the institution.

The values which this version of the committee system is designed to achieve are:

1. To maintain a high order or coordination in the institution.
2. To provide the opportunity for greater faculty participation in the all-College decision- and policy-making process.
3. To attempt to economize on the time of personnel.

4. To provide for greater participation of senior staff personnel at appropriate levels of the decision-and policy-making process.

5. To implement Board policy relating to experimentation in organizational processes.

6. To provide for student participation in the decision-and policy-making process.

The standing committees are:

Administrative Council

College-Wide Coordinating Committee

Committee on Instruction

Sub-Committee on Non-Print Media Resources

Sub-Committee on Print Media Resources

Sub-Committee on Curriculum

Committee on Student Affairs

Committee on Administrative Services

Any standing committee may establish standing sub-committees. For example, the Standing Sub-Committee on Educational Media and the Standing Sub-Committee on Curriculum are organs of the Committee on Instruction. The membership of a standing committee may include persons who are not members of the parent committee.

Another type of committee which should be used when appropriate is the ad hoc committee. An ad hoc committee is any committee established to accomplish a specific, non-repetitive task. An ad hoc committee ceases to exist when it has completed the particular work for which it was established. Ad hoc committees may be established by a standing committee or may be appointed by any officer or unit of the organization when needed. An example would be an ad hoc committee to plan and implement an extraordinary assembly of the College

community.

Some policy matters and decisions may be the responsibility of Administration and others must be the responsibility of the Board of Trustees. In policy areas where the Board is required to act, the Administration usually assists the Board by preparing policy proposals. Such proposals may originate in a sub-committee or in a standing committee.

The standing committees are not the administrative structure of College of the Mainland, although they serve as adjuncts to the executive function. Their functions are, rather, to formulate, recommend, and propose. Their functions are not executive except when specifically empowered to function as executive bodies.

In conclusion, any enterprise that thinks ahead and plans for how it shall posture itself under various problem conditions is more likely to achieve whatever purposes it might have. College of the Mainland is committed to a vigorous committee system to the end that important actions of the College shall be informed by the most intelligence possible under the circumstances.

This brochure is for your information and ready reference to membership in the Standing Committees. The membership of a sub-committee can be ascertained by consulting with the Chairman of the Standing Committee concerned. The members indicated herein shall serve effective June, 1968.

At all costs, the College of the Mainland must maintain its present aggressive approach to coordination.

II. THE ADMINISTRATIVE COUNCIL

Composition: The Administrative Council shall consist of the President, the Dean of Instruction, the Dean of Student Personnel Services, and the Director of Administrative Services.

Organization: The President shall serve as Chairman and shall appoint any other officers as he deems necessary.

Meetings: The Administrative Council shall meet usually at 9:00 a.m. on each Tuesday.

Agenda: An Agenda shall be prepared prior to each Administrative Council meeting and the Council shall, in all cases, transact first the business included in its prepared Agenda.

Records: The records of each Administrative Council meeting shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed to each member of the Council and shall be disposed of at the subsequent meeting as the first order of business. All records relating to the Administrative Council shall be centrally located.

Functions: The primary function of the Administrative Council shall be to advise the President on any and all functions relating to the College. Advice shall be offered in the form of written proposals that have been prepared , improved, completed, and coordinated prior to their submission to the Administrative Council.

The members of the Administrative Council shall

have the responsibility of bringing to the Council the following:

1. Recommended policy and procedure proposals.

2. Recommended decisions.

III. COLLEGE-WIDE COORDINATING COMMITTEE

Composition: The College-wide Coordinating Committee shall consist of the following:

Dean of Student Personnel Services

Coordinator of Admissions, Registration, and Records

Dean of Instruction

Director of Non-Print Media

Head Librarian

Director of Technical and Vocational Programs

Director of Academic Programs

Director of Administrative Services

Faculty, T.B.A.

Student, T.B.A.

The President shall be an ex officio member.

Organization: The Committee shall at its first meeting select its own Chairman, who shall serve for one year. The Coordinator of Admissions, Registration and Records shall serve as permanent secretary. Other officers may be appointed as needed.

Meetings: The Committee shall establish its schedule of regular meetings on the basis of need. The Chairman may call meetings at any time as needed. The Committee may meet to consider the implications of proposed actions and programs for coordination as well as to coordinate an approved program or action.

Agenda: An Agenda shall be prepared and circulated prior to each regular meeting of the All-College Coordinating Committee and the Committee shall, in all cases, transact first the busi-

ness in the proposed Agenda. In the case of a called meeting, the business to be transacted should be clearly recorded before the end of the meeting.

Records: The record of each meeting of the All-College Coordinating Committee shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Committee shall be filed in an orderly manner in a central location.

Functions: The primary function of the All-College Coordinating Committee shall be to achieve and maintain a high order of coordination of the work of the several units of the College and in this way to promote the effective and efficient accomplishment of the work of the College and thus to reduce the hazards to good human relationships.

It shall be the responsibility of the various officers of the College to ask for Committee meetings when they judge that coordinative action is needed.

The All-College Coordinating Committee is not an executive body, nor is it responsible for initiating actions and programs.

Mission: It shall be the mission of the All-College Coordinating Committee to receive and understand proposed and approved programs and actions that need to be coordinated between the units of the organization. The Committee, in order to accomplish its mission, shall make secure the flow to all units concerned any vital program information, to provide for discussions concerning implementation

of actions and programs, and to otherwise provide coordination among the several units of the College.

IV. COMMITTEE ON INSTRUCTION

Composition: The Committee on Instruction shall consist of the Dean of Instruction, the Director of Technical/Vocational Programs, the Director of Academic Programs, the Director of Non-Print Media, the Head Librarian, the Department Chairmen, and any other program directors who report directly to the Dean of Instruction, a member of the student body at large, and two members of the faculty at large. The President shall be an *ex officio* member of the Committee on Instruction.

Organization: The Dean of Instruction shall serve as Chairman and shall appoint any other officers as he deems necessary.

Meetings: The Committee on Instruction shall meet once each week on a day and at a time determined by the Dean of Instruction.

Agenda: An Agenda shall be prepared prior to each Committee on Instruction meeting and the Committee shall, in all cases, transact first the business included in its prepared Agenda.

Records: The record of each Committee on Instruction shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Committee on Instruction shall be centrally located.

Functions: The primary function of the Committee on Instruction shall be to advise the Dean of Instruction on any and all functions relating to teaching and learning.

The members of the Committee on Instruction shall have the responsibility of bringing to the Committee the following:

1. Recommended policies and procedure proposals relating to all phases of teaching and learning.
2. Recommended decision proposals relating to all phases of teaching and learning.

Mission: It shall be the mission of the Committee on Instruction to study and present to the Administrative Council written proposals, where appropriate, relative to the following:

1. Suggested curriculum programs and new courses of both a credit and non-credit nature.
2. Formulation of proposed policies, rules, and regulations to govern the organization and implementation of teaching and learning.
3. Questions arising out of the application of policies, rules, regulations, and decisions pertaining to the Division of Instruction.
4. Policies, rules, and regulations relative to Learning Resources policies, and the initiation of a vigorous program of specification, location, and procurement of teaching-learning materials (both print and non-print) and equipment.
5. The space needs of the instructional program.
6. The establishment of such standing sub-committees and ad hoc committees as are needed. Committee memberships need not and should not be limited to the membership of the Committee on Instruction.

IV

A. Sub-Committee on Non-Print Media Resources

Composition: The Sub-Committee on Non-Print Media Resources shall consist of the Director of Non-Print Media Resources, the Director of Technical/Vocational Programs, and three members of the faculty at large.

Organization: The Director of Non-Print Media Resources shall serve as Chairman and shall appoint any other officers as he deems necessary.

Meetings: The Sub-Committee shall establish its schedule of regular meetings on the basis of need. The Chairman may call meetings at any time as needed.

Agenda: An Agenda shall be prepared prior to each Sub-Committee Meeting and the Sub-Committee shall, in all cases, transact first the business included in its prepared Agenda.

Records: The record of each Sub-Committee shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Sub-Committee on Non-Print Media Resources shall be centrally located.

Functions: The primary function of the Sub-Committee on Non-Print Media Resources shall be to advise and recommend to the Parent Committee (The Committee on Instruction) on any and all functions relating to the acquisition, disbursement, and maintenance of Non-Print Media Resources in the support of teaching and learning.

The members of the Sub-Committee on Non-Print Media Resources shall have the responsibility of bringing to the Sub-Committee the following:

1. Recommended policy and procedure proposals relating to Non-Print Media in the support of Instruction.
2. Recommended decision proposals relating to Non-Print Media in the support of instruction.

Mission: It shall be the Mission of the Sub-Committee on Non-Print Media Resources to study and present to the Committee on Instruction written proposals, where appropriate, relative to the following:

1. Formulation of proposal policies, rules, and regulations to govern the organization and implementation of Non-Print Media in the support of teaching and learning.
2. Questions arising out of the application of policies, rules, regulations, and decisions pertaining to the Non-Print Media Resources program.
3. Policies, rules, and regulations relative to the Non-Print Learning Resources policies, and the initiation of a vigorous program of specification, location, and procurement of non-print teaching-learning materials and equipment.
4. The space needs of the non-print media resources program.

B. Standing Sub-Committee on Curriculum

Composition: The Sub-Committee on Curriculum shall consist of the Director of Academic Programs, the Director of Technical/Vocational Programs, the Coordinator of Admissions, Registration and Records, two members of the faculty at large, and one member of the student body.

Organization: The Director of Academic Programs shall serve as Chairman and shall appoint any other officers as he deems necessary.

Meetings: The Sub-Committee on Curriculum shall establish its schedule of regular meetings on the basis of need. The Chairman may call meetings at any time as needed.

Agenda: An Agenda shall be prepared prior to each Sub-Committee meeting and the Sub-Committee shall, in all cases, transact first the business included in its prepared Agenda.

Records: The record of each Sub-Committee shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Sub-Committee on Curriculum shall be centrally located.

Functions: The primary function of the Sub-Committee on Curriculum shall be to advise and recommend to the parent Committee (The Committee on Instruction) on any and all functions relating to the curriculum.

The members of the Sub-Committee on Curriculum shall have the responsibility of bringing to the Sub-Committee the following:

1. Recommended policies and procedure proposals relating to all phases of the curriculum.
2. Recommended decision proposals relating to all phases of the curriculum.

Mission: It shall be the mission of the Sub-Committee on Curriculum to study and present to the Committee on Instruction written proposals, where appropriate, relative to the following:

1. Suggested curriculum programs and new courses of both a credit and non-credit nature.
2. Suggested changes in and deletions of existing programs and courses of both a credit and non-credit nature.
3. Formulation of proposed policies, rules, and regulations to govern the organization and implementation of programs and courses in all areas of teaching and learning.
4. Questions arising out of the application of policies, rules, regulations, and decisions pertaining to instruction.

C. Sub-Committee on Print Media Resources (Library)

Composition: The Sub-Committee on Print Media Resources shall consist of the Assistant Librarian, The Director of Academic Programs, and three members of the faculty at large.

Organization: The Assistant Librarian shall serve as Chairman and shall appoint any other officers as she deems necessary.

Meetings: The Sub-Committee shall establish its schedule of regular meetings on the basis of need. The Chairman may call meetings at any time as needed.

Agenda: An Agenda shall be prepared prior to each Sub-Committee Meeting and the Sub-Committee shall, in all cases, transact first the business included in its prepared Agenda.

Records: The records of each Sub-Committee Meeting shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Sub-Committee on Print Media Resources shall be centrally located.

Functions: The primary function of the Sub-Committee on Print Media Resources shall be to advise and recommend to the parent Committee (the Committee on Instruction) on any and all functions relating to the acquisition, disbursement, and maintenance of Print Media Resources in the support of teaching and learning.

The members of the Sub-Committee on Print Media Resources shall have the responsibility of bringing to the Sub-Committee the following:

1. Recommended policy and procedure proposals relating to print media in the support of instruction.
2. Recommended decision proposals relating to print media in the support of instruction.

Mission: It shall be the mission of the Sub-Committee on Print Media Resources to study and present to the Committee on Instruction written proposals, where appropriate, relative to the following:

1. Formulation of proposed policies, rules and regulations to govern the organization and implementation of print media in the support of teaching and learning.
2. Questions arising out of the application of policies, rules, regulations, and decisions pertaining to the print media resources program.
3. Policies, rules, and regulations relative to the print learning resources policies, and initiation of a vigorous program of specification, location, and procurement of print media teaching-learning materials and equipment.
4. The space needs of the print media resources program.

V. COMMITTEE ON STUDENT AFFAIRS

Composition: The Committee on Student Affairs shall consist of the Dean of Student Personnel Services, those professional staff members reporting directly to the Dean of Student Personnel Services, and other members of the faculty and/or student body to be appointed at the discretion of the Dean of Student Personnel Services. The President shall be an *ex officio* member.

Organization: The Dean of Student Personnel shall serve as Chairman and shall appoint any other officers as he deems appropriate.

Meetings: The Committee on Student Affairs shall meet once each week on a day and at a time as determined by the Chairman.

Agenda: An Agenda shall be prepared prior to each meeting of the Committee on Student Affairs and the Committee shall, in all cases, transact first the business included in the prepared Agenda.

Records: The record of each meeting of the Committee on Student Affairs shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Committee on Student Affairs shall be centrally located.

Functions: The primary function of the Committee on Student Affairs shall be to advise the Dean of Student Personnel Services on any and all functions relating to student personnel services.

The members of the Committee on Student Affairs shall have the responsibility of bringing to the Committee the following:

1. Recommended policy and procedure proposals relating to all phases of a student personnel services nature.
2. Recommended decision proposals relating to all phases of a student personnel services nature.

Mission: It shall be the mission of the Committee on Student Affairs to study and present to the Administrative Council written proposals, where appropriate, relative to the following:

1. Proposed policies, rules, and regulations to govern the Student Personnel Services Program.
2. Questions arising out of the application of policies, rules, regulations, and decisions pertaining to the Division of Student Personnel Services.
3. Appeals from students arising out of the interpretation and application of policies, rules, regulations, and decisions pertaining to the administration of the Division of Student Personnel Services, the Division of Instruction, and the Division of Administrative Services.
4. Questions and appeals arising out of the interpretation and application of policies, rules, regulations, and decisions governing the admission of students to the College, to curriculum programs, and to courses.
5. Questions and appeals arising out of the application of the Student Body Constitution.
6. The establishment of such standing sub-committees and ad hoc committees of the faculty and students as are needed to implement the missions of the Committee. Standing sub-committee and

ad hoc committee membership need not and should not be limited to the membership of the Committee on Student Affairs.

V.

A. STANDING SUB-COMMITTEE ON ADMISSIONS

Composition: The Standing Sub-Committee on Admissions shall consist of the Registrar, a Counselor, one (1) Division Chairman to be appointed by the Dean of Instruction, and two (2) faculty members at large to be appointed by the Dean of Student Personnel in consultation with the Dean of Instruction.

Organization: The Registrar shall serve as Chairman and shal appoint any other officers he/she deems necessary.

Meetings: The Standing Sub-Committee on Admissions shall establish its schedule of meetings on the basis of need. The Committee shall meet at least once each semester to review overall admissions policy and procedure and at other times when there is a need to consider petitions for special admissions.

Agenda: An Agenda shall be prepared prior to each meeting and the Standing Sub-Committee shall, in all cases, transact first the business included in its prepared agenda.

Records: The record of each meeting shall consist of the Agenda, the copies of all proposals and supporting papers relating to the Agenda, and a copy of any action taken on admissions petitions. All records relating to the Standing Sub-Committee on Admissions shall be maintained by the Registrar.

Functions: The primary function of the Standing Sub-Committee on Admissions shall be to study and advise the Committee on Student Affairs on all problems relating to admission of students to College of the Mainland. The Standing Sub-Committee on Admissions shall have the responsibility of considering and disposing of all petitions for special admissions.

A. Standing Sub-Committee on Admissions - continued

Mission: It shall be the mission of the Standing Sub-Committee on Admissions to study and present to the Committee on Student Affairs written proposals, where appropriate, relative to the following:

1. Questions pertaining to the interpretation and application of policies, rules, regulations, and decisions governing the admission of students to the College, to curriculum programs, and to courses.
2. Establishment of evaluative procedures to determine the effectiveness of admissions procedures.
3. Other questions relating to admissions as may be assigned by the Committee on Student Affairs.

B. AD HOC COMMITTEE ON ORIENTATION

Composition: The Ad Hoc Committee on Orientation shall consist of two members of the Counseling Staff, a member of the Humanities Department, a member of the Natural Science and Mathematics Department, student members to be appointed by the Dean of Student Personnel Services, and others as may be appointed.

Organization: A member of the Counseling Staff shall serve as Chairman and shall appoint any other officers he deems necessary.

Meetings: The Ad Hoc Committee on Orientation shall establish its schedule of meetings on the basis of need.

Agenda: An Agenda shall be prepared prior to each meeting and the Ad Hoc Committee shall, in all cases, transact first the business included in its prepared agenda.

Records: The record of each meeting shall consist of the Agenda, the copies of all proposals and supporting papers relating to the Agenda, and a copy of any action taken on admissions petitions. All records relating to the Ad Hoc Committee on Orientation shall be maintained by the Chairman.

Functions: The primary function of the Ad Hoc Committee on Orientation shall be to study and advise the Committee on Student Affairs on all problems relating to the establishment of an orientation program.

Mission: It shall be the mission of the Ad Hoc Committee on Orientation to study and present to the Committee on Student Affairs written proposals, where appropriate, relative to the following:

1. Establishment of a plan to provide special orientation for all students.
2. Establishment of a plan to provide special orientation where needed.
3. Establishment of evaluative procedures to determine the effectiveness of orientation procedure.

V.

C. STANDING SUB-COMMITTEE ON FINANCIAL AIDS

Composition: The Standing Sub-Committee on Financial Aids shall consist of the Dean of Student Personnel Services, two (2) members of the Counseling Staff, one (1) instructor from the Technical-Vocational area, and one (1) instructor from the college parallel program.

Organization: The Dean of Student Personnel Services shall appoint a Chairman who shall appoint all other officers he/she deems necessary.

Meetings: The Standing Sub-Committee on Financial Aids shall establish its schedule of meetings on the basis of need. The Standing Sub-Committee shall meet at least once each semester to review overall the financial aids program and policies and at other times when there is a need to consider awards of financial aids.

Agenda: An Agenda shall be prepared prior to each meeting and the Standing Sub-Committee shall, in all cases, transact first the business included in its prepared Agenda.

Records: The record of each meeting shall consist of the Agenda, the copies of all proposals and supporting papers relating to the Agenda, and a copy of any action taken on financial aids awards. All records relating to the Standing Sub-Committee on Financial Aids shall be maintained by the Chairman.

Functions: The primary function of the Standing Sub-Committee on Financial Aids shall be to study and advise the Committee on Student Affairs on all policies and procedures relating to financial aids to students at College of the Mainland. An additional responsibility shall be to take final action on making all financial awards with the exception of short term loans.

C. Standing Sub-Committee on Financial Aids - continued

Mission: It shall be the mission of the Standing Sub-Committee on Financial Aids to study and present to the Committee on Student Affairs written proposals, where appropriate, relative to the following:

1. Questions pertaining to the determination of financial need.
2. Questions pertaining to the interpretation and application of policies, rules, regulations, and decisions relating to the award of financial aids.
3. Establishment of evaluative procedures to determine the effectiveness of financial aids procedures.
4. Other questions relating to financial aids as may be assigned by the Committee on Student Affairs.

VI. COMMITTEE ON ADMINISTRATIVE SERVICES

Composition: The Committee on Administrative Services shall consist of the Director of Administrative Services and three members of the faculty at large. The President shall be an ex officio member.

Organization: The Director of Administrative Services shall serve as Chairman and shall appoint any other officers as he deems appropriate.

Meetings: The Committee on Administrative Services shall meet once each week on a day and at a time as determined by the Chairman.

Agenda: An Agenda shall be prepared prior to each meeting of the Committee on Administration and the Committee shall in all cases transact first the business included in the prepared Agenda.

Records: The record of each Committee on Administrative Services meeting shall consist of the Agenda, the Minutes, and copies of all proposals and supporting papers relating to the Agenda. The Minutes shall be distributed and shall be disposed of at the subsequent regular meeting as the first order of business. All records relating to the Committee on Administration shall be centrally located.

Functions: The primary function of the Committee on Administrative Services shall be to advise the Director of Administrative Services on any and all functions relating to administrative services.

The members of the Committee on Administrative Services shall have the responsibility of bringing to the Committee the following:

1. Recommended policy and procedure proposals relating to all phases of an administrative services nature.
2. Recommended decision proposals relating to all phases of an admin-

istrative services nature.

Mission: It shall be the mission of the Committee on Administrative Services to study and, where appropriate, present to the Administrative Council written proposals relative to the following:

1. The proposal to the Administrative Council of policies, rules, and regulations to govern the Administrative Services Division.
2. Questions arising out of the application of policies, rules, regulations, and decisions pertaining to the Division of Administrative Services.
3. The establishment of such standing sub-committees and ad hoc committees of the faculty as are needed to study and propose policies, rules, and regulations pertaining to faculty benefits and other services relative to the Division of Administrative Services.

VII. STANDING COMMITTEE MEMBERSHIPS EFFECTIVE JUNE 1968

A. Administrative Council

Herbert F. Stallworth, President, Chairman

Fred A. Taylor, Dean of Instruction

Jack M. Elsom, Dean of Student Personnel Services

Edward Brown, Director of Administrative Services

Helen Foster, Executive Secretary to President, Secretary

B. All-College Coordinating Committee

Fred A. Taylor, Dean of Instruction

Lester Burks, Director of Technical/Vocational Programs

George Thomas, Director of Academic Programs

Robert Shinn, Director of Non-Print Media

Mary Drue McGraw, Head Librarian

Jack M. Elsom, Dean of Student Personnel Services

June McConnell, Coordinator of Admissions, Registration, and Records

Edward Brown, Director of Administrative Services

Faculty to be appointed

Student to be appointed

C. Committee on Instruction

Fred A. Taylor, Dean of Instruction, Chairman

Lester Burks, Director of Technical and Vocational Programs

George Thomas, Director of Academic Programs

Robert Shinn, Director of Non-Print Media

Donald Bass, Chairman, Humanities

Dorothy McNutt, Chairman, Business and Business Education

William Tise, Chairman, Social Science

C. Committee on Instruction - continued

Michael Bordelon, Chairman, Natural Science and Mathematics

Frank Vitale, Chairman, Health and Physical Education

Mary Drue McGraw, Head Librarian

Larry Smith, Instructor, Social Science

Jean Harper, Instructor, Humanities

Sybil Wade, Instructor, Humanities

Dana Guthrie, Student

D. Committee on Student Affairs

Jack Elsom, Dean of Student Personnel Services, Chairman

June McConnell, Coordinator of Admissions, Registration, and Records

Roy Walker, Counselor

T.B.A., Counselor

Don Bass, Chairman, Humanities

Nellie Carr, Instructor, Office Occupations

T.B.A., Instructor, Humanities

President of the Student Body

E. Committee on Administrative Services

Edward Brown, Director of Administrative Services, Chairman

Michael Bordelon, Chairman, Natural Science and Mathematics

Roy Walker, Counselor

T.B.A., Superintendent of Buildings and Grounds

Student

VIII. STANDING SUB-COMMITTEE MEMBERSHIP

IV. Committee on Instruction

A. Sub-Committee on Non-Print Media Resources

Robert Shinn, Chairman
Lester Burks
Max Winkler
Nellie Carr
Mack Gary

B. Sub-Committee on Curriculum

George Thomas, Chairman
Lester Burks
June McConnell
Carolyn Hartnett
Mary Nally
Student to be announced

C. Sub-Committee on Print Media Resources

Barbara Carol, Chairman
George Thomas
Manuel Urbina
Paula Robertson
Thomas Herman

V. Committee on Student Affairs

A. Sub-Committee on Admissions

June McConnell, Chairman
William Tise
Mack Gary
Carolyn Hartnett

B. Ad Hoc Committee on Orientation

Roy Walker, Chairman
T.B.A. Counselor
Donald Bass
T.B.A., Natural Science and Mathematics
Margarett Perkins
Alma Seaback
Morris Meadows
Others as may be appointed

C. Sub-Committee on Financial Aids

Jack Elsom
Roy Walker
T.B.A., Counselor
T.B.A., Technical-Vocational
T.B.A., College Parallel